

CAUTIONS FOR NOTARIES

1. A notary public ***shall not*** perform a notarization if the document signer does not appear in person before the notary public at the time of notarization.
Under no circumstances shall a notary public base identification merely upon familiarity with a signer's signature when the signer is not in the physical presence of the notary public. Violations will cause revocation of a notary commission.
2. A notary public ***shall not*** notarize a document to which he or she is a signer or to which he or she is named in the document.
3. A notary public ***shall not*** notarize documents or transactions to which the notary has a disqualifying interest; ie; beneficial, financial or other interest in the transaction. If you have a disqualifying interest, someone else must provide the notarial service.
4. A notary public may notarize documents when acting in a professional capacity such as a professional advisor, counselor, agent or attorney.
5. A notary public ***shall not*** execute a notarial certificate containing statements the notary knows to be false or has the intent to deceive or defraud.
6. A notary public ***must*** remain an impartial witness to any transaction.
7. A notary public ***must*** serve anyone who makes a lawful and reasonable request for notarization.
8. A notarization does not prove the truthfulness of the contents of a document, nor does it validate a document and render it legal.
9. A notarization provides verification of a document signer's willingness to sign, his competence to sign and that the signer is, indeed, the person identified by the signature.
10. If a notary has any doubt about the signer's identity or competency DO NOT notarize.
11. When completing a ***notarial certificate*** on a document and a mistake is made or detected, simply line through the error, correct the mistake and then initial the change.